



SENIOR & LONG TERM CARE DIVISION COMMUNITY SERVICES BUREAU

HOME AND COMMUNITY BASED WAIVER Policy Manual

Section: CASE MANAGEMENT SYSTEM

Subject: Service Plan Amendments

REQUIREMENT

Amendments to the service plan are required when changes occur in the member's situation and either the service plan or an existing prior authorization needs to be amended.

APPROVAL

Changes to services, which cause the plan to be over cost or exceed set limits, must have prior approval from the Regional Program Officer (RPO). Amendments to CC3 member's service plan must be prior authorized by the RPO and a copy of the amendment, with new SP cost forwarded to CSB. (Refer to HCBS 403.)

PROCEDURE

The results of the service plan amendments must be documented in case progress notes and on the HCBS Amendment form DPHHS-SLTC-141, (refer to HCBS 899-16.) A revised cost sheet should be attached to this form whenever the projected service plan costs change.

SIGNATURES

The only signatures required for service plan amendments are the Case Management Team nurse and/or social worker. The Department recognizes and accepts electronic signatures, provided the signature mechanism and protocol meet generally accepted industry standards. Amendments to an existing prior authorization must be approved by the RPO. Amendments that reduce CC3 service plan costs do not require RPO signature, but the CMT track costs.